



# Willenhall Community Primary School

## Record Retention Schedule

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## Contents

1.	Governors and Governing Body.....	11
1.1.	Minutes – Principal’s Set .....	11
1.2.	Minutes – Inspection Set .....	11
1.3.	Agendas .....	11
1.4.	Reports .....	11
1.5.	Annual Parents meeting documents .....	11
1.6.	Instruments of Government.....	11
1.7.	Trusts and Endowments .....	11
1.8.	Action Plans .....	11
1.9.	Policy Documents.....	12
1.10.	Records relating to complaints dealt with by Governing body.....	12
1.11.	Annual Reports required by the Department for Education.....	12
1.12.	Proposals for schools to become or be established as Specialist Status schools .....	12
2.	Head Teacher and Senior Leadership Team .....	12
2.1.	Log Books maintained by Head Teacher .....	12
2.2.	Minutes of the Senior Leadership Team and other internal administrative bodies.....	12
2.3.	Reports made by the Head Teacher or the Senior Leadership Team .....	12
2.4.	Records created by head teachers, deputy head teachers, key stage leaders and other members of staff with administrative responsibilities.....	13
2.5.	Correspondence created by head teachers, heads of year and other members of staff with administrative responsibilities.....	13
2.6.	Professional development plans .....	13
2.7.	School development plans.....	13
3.	Admissions Process.....	13
3.1.	All records relating to the creation and implementation of the School Admissions Policy (including Nursery Admissions) .....	13
3.2.	Admissions –if the admission is successful .....	13
3.3.	Admissions – if the appeal is unsuccessful (including Nursery) .....	14

3.1.	Pre admission information obtained from child's current school .....	14
3.2.	Registry of pupil admissions .....	14
4.	Pupils .....	14
4.1.	Admission Registers monthly .....	14
4.2.	Attendance registers.....	14
4.3.	Pupil sign-in and sign-out information (late arrivals, appointments) .....	15
4.4.	Pupil's Educational Record.....	15
4.5.	Supplementary Information form including additional information such as religion, medical conditions, language background etc.....	15
4.6.	Correspondence Relating to Authorised Absence and Issues.....	15
4.7.	Evidence provided by parent confirming reason for absence.....	15
4.8.	Behaviour records.....	16
4.9.	Thrive (pupil emotional development) records.....	16
4.10.	Safeguarding / Child Protection Information held on pupil file .....	16
4.11.	Record of pupil file transfer to primary or secondary school.....	16
4.12.	Photographs (official school use, e.g. for identification).....	16
4.13.	Photographs & video recordings (educational purposes, e.g. for school displays, special events) .....	17
4.14.	Photographs & video recordings for marketing or publicity .....	17
4.15.	Photographs & video recordings posted on the school's social media accounts.....	17
4.16.	SIMS Primary Testing .....	17
5.	Safeguarding, Attendance & Welfare .....	17
5.1.	Child Protection Files.....	18
5.2.	Reports for outside agencies – where the report has been included on the case file created by the outside agency.....	18
5.3.	Daily Contact Records (log books) .....	18
5.4.	Concern Sheets .....	19
5.5.	Domestic Violence Alerts .....	19
5.6.	Individual Health Plans (IHP) .....	19
5.7.	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded. ....	20

5.8.	Contact data sheets.....	20
5.9.	Contact data base entries.....	20
5.10.	Record of Child Protection file transfer to primary or secondary school.....	20
6.	Extra-curricular activities .....	20
6.1.	Parental permission slips for school trips – where there has been no major incident.....	20
6.2.	Parental permission slips for school trips – <b>where there has been a major incident</b> .....	21
6.3.	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools.....	21
6.4.	Minibus Pickup registers.....	21
7.	Special Educational Needs .....	22
7.1.	SEN files, reviews and individual educational plans .....	22
7.2.	EHC plan.....	23
7.3.	Advice and information to parents regarding educational needs.....	23
7.4.	Accessibility Strategy (Personal Emergency Evacuation Plan).....	23
7.5.	Record of pupil SEN file transfer to primary or secondary school.....	23
8.	Curriculum.....	23
8.1.	Schemes of work.....	23
8.2.	Timetable.....	24
8.3.	Formative Assessment records .....	24
8.4.	Personalised Assessment records.....	24
8.5.	Pupils’ work.....	24
8.6.	Examination results .....	24
8.7.	Examination Papers .....	24
8.8.	Value added and contextual Data .....	25
9.	Personnel.....	25
9.1.	All records leading up to the appointment of a new Head Teacher .....	25
9.2.	All records leading up to the new appointment of a new member of staff- unsuccessful candidate .....	25
9.3.	All records leading up to the new appointment of a new member of staff- successful candidate .....	25

9.4.	Interview notes and recruitment records.....	25
9.5.	Pre-employment vetting information – DBS checks.....	26
9.6.	Pre-employment vetting information – Evidence proving the right to work in the UK. ....	26
9.7.	Proof of identity collected as part of the ‘portable’ enhanced DBS disclosure. ....	26
9.8.	Vetting checks for contractors and agency staff.....	26
9.9.	Timesheets, sick pay .....	26
9.10.	Staff Personal files.....	26
9.11.	Disciplinary proceedings: .....	26
9.12.	Annual appraisal/assessment records.....	28
9.13.	Photographs.....	28
9.14.	SIMS Primary Testing .....	28
9.15.	Staff sign in and sign out records.....	28
10.	Health and Safety .....	28
10.1.	Health and Safety Policy Statement.....	28
10.2.	Accessibility Plans.....	28
10.3.	Accident reporting: .....	28
10.4.	Records relating to accident/injury at work.....	28
10.5.	Control of Substances Hazardous to Health OSHH.....	29
10.6.	Risk Assessments .....	29
10.7.	Emergency Procedure log books .....	29
10.8.	CCTV footage .....	29
11.	Administrative .....	29
11.1.	Records relating to the creation and publication of the school brochure or prospectus.....	29
11.2.	Records of circulars to staff parents or pupils .....	29
11.3.	Newsletters and items with short operational use .....	29
11.4.	Visitors Signing in/out records & photo ID (including DBS pre-checked visitors).....	29
11.5.	Records relating to provision of Breakfast Club and Nursery childcare .....	30

11.6.	Visitor COVID track & trace slips .....	30
11.7.	Foodbank referrals .....	30
12.	Asset management and Insurance .....	30
12.1.	Employer's Liability certificate.....	30
12.2.	Inventories of equipment and furniture .....	30
12.3.	Burglary, theft and vandalism report forms .....	30
13.	School Meals.....	30
13.1.	Free school meals registers.....	30
13.2.	Dinner Register .....	30
13.3.	School meals summary sheets .....	30
13.4.	Free school meal application forms.....	31
14.	Finance .....	31
14.1.	Annual Accounts .....	31
14.2.	Loans and grants.....	31
14.3.	Contracts .....	31
14.4.	Budget reports, budget monitoring, budget statements etc.....	32
14.5.	Invoice, receipts, other records covered by the Financial Regulations .....	32
14.6.	Annual Budget and background papers.....	32
14.7.	Order books and requisitions.....	32
14.8.	Delivery Documentation.....	32
14.9.	Debtors' Records, Collection and Banking monies .....	32
14.10.	School Fund-Cheque books .....	32
14.11.	School Fund-Paying in book.....	32
14.12.	School Fund – Ledger.....	32
14.13.	School Fund – Invoices.....	32
14.14.	School Fund – Receipts .....	32
14.15.	School Fund – Bank statements.....	32

14.16.	School Fund-School Journey books.....	33
14.17.	Student grant applications.....	33
14.18.	Petty cash books .....	33
15.	Payroll .....	33
15.1.	Maternity pay records.....	33
15.2.	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995.....	33
16.	Property .....	33
16.1.	Title Deeds of property belonging to the school .....	33
16.2.	Plans of property belonging to the school .....	33
16.3.	Maintenance and contractor records.....	33
16.4.	Leases of property belonging to the school.....	33
16.5.	Record relating to the Lettings of school premises.....	34
16.6.	Maintenance log books.....	34
16.7.	Contractors' Reports .....	34
17.	Local Authority .....	34
17.1.	Secondary transfer sheets (Primary).....	34
17.2.	Circulars from Local Authority .....	34
17.3.	Census Returns.....	34
17.4.	Early Years Funding Declaration Forms .....	34
18.	Central Government .....	34
18.1.	OFSTED reports and papers.....	34
18.2.	Returns .....	34
18.3.	Circulars from Department for Children, Schools and Families .....	34
19.	External agreements.....	35
19.1.	Service Level Agreements.....	35
19.2.	Data sharing agreements.....	35
19.3.	Work experience agreements .....	35

20.	Data Protection.....	35
20.1.	Subject Access Requests.....	35
20.2.	Freedom of Information Requests.....	35

This retention schedule contains recommended retention periods for the different record series created and maintained by the schools Data Protection Officer. This schedule refers to all information regardless of the media in which it is stored (if records are retained electronically any backup copies should be destroyed at the same time). Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the General Data Protection Regulations 2016. Except for those that are governed by statute, if record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this need to be documented.

1 year – means 1 academic year

Secure disposal – means to shred/put into confidential waste bins

#### **Summary of Changes (22.03.2022)**

#### **4.3 Pupil sign-in & sign-out records**

#### **8.4 Personalised assessment records updated to include records held by electronic processors (e.g. Maths Circle, Maths NoProblem, Hodder Education)**

#### **9.15 Staff sign-in & sign-out records**

#### **11.4 Visitors sign-in & sign-out records and photo ID**

#### **14.14 Photographs and video recordings on social media accounts added**

#### **Summary of Changes (10.11.2021)**

#### **9.8 Vetting checks for contractors and agency staff**

#### **Summary of Changes (25.06.2021)**

#### **4.8 Thrive records added for pupil data**

#### **Summary of Changes (08.01.2021)**

#### **4.11 & 4.12 Updated to include video recordings**

#### **Summary of Changes (05.11.2020)**

This record retention schedule was created by the Data Protection Officer using Information and Records Management Society Guidelines for Schools and amended by the school



**11.6 COVID Track & Trace for visitors added****Summary of Changes (08.10.2020)****4.13 SIMS Primary Testing added for pupil data****9.13 SIMS Primary Testing added for staff data****Summary of Changes (11.06.2020)****4.12 Photographs for marketing or publicity added****Summary of Changes (12.12.2019)****4.3, 5.1, 5.4 & 5.6 Addition: "is recorded as missing in education" to data to be retained for DOB + 25 years****7.1 Addition: "provided we can prove that records have been passed to receiving school. Otherwise retain for DOB + 25 years****4.10 Amended: to distinguish photographs for official school use and extended retention period to 3 years after date of leaving****4.11 Addition: new category - photographs for educational purposes, e.g. for school displays, special events, 1 year after date of leaving****Summary of Changes (01.10.2019)****2.3 Retention period change****4.1 Retention period increased****4.5 New category added for evidence of reason for absence****4.6 Additional information added for retention of data held electronically****4.10 New category added for pupil photographs****5.1 Information added regarding the need for periodic review of the retention period****5.7 Information added regarding the need for periodic review of the retention period****6.2 Statutory provision removed****6.3 Statutory provision added****6.3 Additional information added for retention of data in the event of a major incident****7.1 Additional information added for retention of data held electronically**

- 7.2 Additional information added for retention of data held electronically**
- 7.2 Statutory provision removed**
- 8.8 Retention period change**
- 8.8 Actions at end of retention period changed**
- 9.12 New category added for staff photographs**
- 17.4 Retention period change**
- 20.0 New section for Data Protection**

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>1. Governors and Governing Body</b>				
1.1. Minutes – Principal’s Set	If dealing with confidential issues		Permanent	If the school is unable to store these then they should be offered to a secure archive service.
1.2. Minutes – Inspection Set	If dealing with confidential issues		Date of meeting + 3 years	SECURE DISPOSAL
1.3. Agendas	If dealing with confidential issues		One copy to be retained with master set of minutes. All other copies to be disposed of.	SECURE DISPOSAL
1.4. Reports	If containing confidential information about staff		Date of report + minimum 6 years or if minutes refer directly to individual reports then kept in existence with referenced report.	SECURE DISPOSAL or retain with signed set of minutes
1.5. Annual Parents meeting documents	Potential	S33 Education Act 2002	Date of meeting + minimum 6 years	SECURE DISPOSAL
1.6. Instruments of Government	No		Permanent	Retain while school remains open or archived with a secure archiving company.
1.7. Trusts and Endowments	No		Permanent	Retain in school whilst operationally required or archived with a secure archiving company.
1.8. Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
1.9. Policy Documents	No		Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	SECURE DISPOSAL
1.10. Records relating to complaints dealt with by Governing body.	Yes	Limitation Act 1980	Date of resolution of complaint + 6 years then review in case of contentious disputes.	SECURE DISPOSAL
1.11. Annual Reports required by the Department for Education	No	Education (Governors' Annual Reports) (England)(Amendment)Regulations 2002.SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
1.12. Proposals for schools to become or be established as Specialist Status schools	No		Date proposal accepted or declined +3 years	SECURE DISPOSAL
<b>2. Head Teacher and Senior Leadership Team</b>				
2.1. Log Books maintained by Head Teacher	Yes if reference individuals		Date of last entry in the book + minimum 6 years then review	SECURE DISPOSAL
2.2. Minutes of the Senior Leadership Team and other internal administrative bodies	Yes if reference individuals		Date of meeting + 3 years then review	SECURE DISPOSAL
2.3. Reports made by the Head Teacher or the Senior Leadership Team	Yes if reference individuals		Closure of file + 6 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
2.4. Records created by head teachers, deputy head teachers, key stage leaders and other members of staff with administrative responsibilities	Yes if reference individuals		Closure of file + 6 years	SECURE DISPOSAL
2.5. Correspondence created by head teachers, heads of year and other members of staff with administrative responsibilities	Yes if reference individuals		Date of correspondence + 3 years then review	SECURE DISPOSAL
2.6. Professional development plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
2.7. School development plans	No		Life of the plan + 3 years	SECURE DISPOSAL
<b>3. Admissions Process</b>				
3.1. All records relating to the creation and implementation of the School Admissions Policy (including Nursery Admissions)	No	School Admission Code Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014	Life of the Policy + 3 years then review	SECURE DISPOSAL
3.2. Admissions –if the admission is successful	Yes	School Admission Code Limitation Act	Date of admission + 1 year and added to pupil file	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
3.3. Admissions – if the appeal is unsuccessful (including Nursery)	Yes	School Admission Code Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
3.1. Pre admission information obtained from child's current school	Yes		If child admitted will transfer to pupil file. If child not admitted information will be destroyed at the end of the academic year.	SECURE DISPOSAL
3.2. Registry of pupil admissions	Yes	School attendance: School attendance guidance for maintained schools, academies, independent schools and local authorities November 2016.	Recorded in SIMS Preserved for a minimum of 3 years after entry	Schools must notify the local authority when a pupil's name is to be deleted from the admission register under regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 SECURE DISPOSAL
<b>4. Pupils</b>				
4.1. Admission Registers monthly	Yes		Current year + 6 years	Delete files – these records are retained electronically only.
4.2. Attendance registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities 2016.	Date of Register + 3 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
4.3. Pupil sign-in and sign-out information (late arrivals, appointments)	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities 2016.	Date of event + 3 years	Delete files – these records are retained electronically only.
4.4. Pupil's Educational Record	Yes	Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the school + 3 years OR If the pupil dies whilst at primary school, transfers to home schooling, is recorded as missing in education or leaves the country the file should be retained by the school for the DOB + 25 years	This file should follow the pupil when he/she leaves the primary school: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years <b>SECURE DISPOSAL</b>
4.5. Supplementary Information form including additional information such as religion, medical conditions, language background etc.	Yes		Store on pupil file (retention as for pupil's education record see 4.3)	
4.6. Correspondence Relating to Authorised Absence and Issues	No		Date of absence + 2 years	<b>SECURE DISPOSAL</b>
4.7. Evidence provided by parent confirming reason for absence	Yes		Date of absence + current academic year	<b>SECURE DISPOSAL</b>

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
4.8. Behaviour records	Yes		Centrally filed in HT office by class for academic year. At the end of each academic year file sheets into individual pupil records. Retain whilst the child remains at the school. Termination of relationship with student plus 3 years if kept electronically.	These records should be included in the pupil file when he/she leaves the primary school.  If there is an information request made regarding a pupil prior to them leaving, it would be reasonable and justified to keep a copy of the record in order to deal with the request
4.9. Thrive (pupil emotional development) records	Yes		Held on Thrive Online while pupil remains at school.	Record transferred to destination school as part of pupil record transfer. Pupil record is then deleted from Thrive Online
4.10. Safeguarding / Child Protection Information held on pupil file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015." "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children."	If any records relating to child protection issues are placed on the pupil file, they should be in a specific opaque wallet and then retained for the same period of time as the pupil file.	Keep on pupil file and retain if there is an incident in school e.g. relating to a staff member and a pupil. Otherwise these records should be included in the pupil file when he/she leaves the primary school (see section 4.3).
4.11. Record of pupil file transfer to primary or secondary school	Yes		Date of transfer + 3 years	SECURE DISPOSAL
4.12. Photographs (official school use, e.g. for identification)	Yes		Pupils time at school + 3 years	SECURE DISPOSAL (shredded or returned to parents – electronic copies deleted)



<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of administrative life of the record</b>
4.13. Photographs & video recordings (educational purposes, e.g. for school displays, special events)	Yes		Pupils time at school + 1 year	SECURE DISPOSAL (shredded or returned to parents – electronic copies deleted)
4.14. Photographs & video recordings for marketing or publicity	Yes		Pupils time at school + 1 year. Review periodically if necessary to retain for longer.	SECURE DISPOSAL (shredded or returned to parents – electronic copies deleted)
4.15. Photographs & video recordings posted on the school's social media accounts	Yes		Delete after 18 months	Delete posts from social media
4.16. SIMS Primary Testing	Yes		For the period of testing and kept under review	SECURE DISPOSAL
<b>5. Safeguarding, Attendance &amp; Welfare</b>				

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
5.1. Child Protection Files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education" September 2004.	Retain whilst the child remains at the school  OR  If the pupil dies whilst at primary school, transfers to home schooling, is recorded as missing in education or leaves the country the file should be retained by the school for the DOB + 25 years  Review periodically if necessary to retain for longer (Independent Inquiry into Child Sexual Abuse)	This file should follow the pupil when he/she leaves the primary school: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years <b>SECURE DISPOSAL</b>
5.2. Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Stored on Child Protection file and transferred or retained as in 5.1.	<b>SECURE DISPOSAL</b>
5.3. Daily Contact Records (log books)	Yes		Date of last entry + 25 years	<b>SECURE DISPOSAL</b>

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
5.4. Concern Sheets	Yes		Retain whilst the child remains at the school  OR  If the pupil dies whilst at primary school, transfers to home schooling, is recorded as missing in education or leaves the country the file should be retained by the school for the DOB + 25 years	Concerns should be added to the Child Protection file where one exists or the pupil's general folder (see 4.7) and should follow the pupil when he/she leaves the primary school: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years <b>SECURE DISPOSAL</b>
5.5. Domestic Violence Alerts	Yes		Date of last entry + 25 years	<b>SECURE DISPOSAL</b>
5.6. Individual Health Plans (IHP)	Yes		Retain whilst the child remains at the school  OR  If the pupil dies whilst at primary school, transfers to home schooling, is recorded as missing in education or leaves the country the file should be retained by the school for the DOB + 25 years	This file should follow the pupil when he/she leaves the primary school: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years <b>SECURE DISPOSAL</b>  If there is an incident the school may retain a copy of the file.

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
5.7. Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.	Yes	"Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges March 2015"; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015.	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.  Details of allegations that are found to be malicious should be removed from personnel records.  Review periodically if necessary to retain for longer (Independent Inquiry into Child Sexual Abuse)	SECURE DISPOSAL
5.8. Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy.	SECURE DISPOSAL
5.9. Contact data base entries	Yes		Current year then review, if contact is no longer active then destroy.	DELETE
5.10. Record of Child Protection file transfer to primary or secondary school	Yes		Date of transfer + 3 years	SECURE DISPOSAL
<b>6. Extra-curricular activities</b>				
6.1. Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip – provided no major incident.	Although the consent forms could be retained for DOB + 25 years, the requirement for them is low. Possible to archive or SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
6.2. Parental permission slips for school trips – <b>where there has been a major incident</b>	Yes		DOB of the pupil involved in the incident + 25 years  The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils. A copy of the Educational Visits Policy in use at the time of the incident must also be retained.	SECURE DISPOSAL
6.3. Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Limitation Act 1980 Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically section 3 – “Legal Framework and Employer Systems” and Section4 “Good Practice”.	Date of visit + 14 years  <b>If there is a major incident during the trip records must be retained for DOB + 25 years</b>	SECURE DISPOSAL
6.4. Minibus Pickup registers	Yes		Date of register + 3 years.  This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting.	SECURE DISPOSAL [Electronic back-ups to be destroyed at the same time]

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>7. Special Educational Needs</b>				
7.1. SEN files, reviews and individual educational plans	Yes	Limitation Act 1980	<p>Retain whilst the child remains at the school</p> <p>Termination of relationship with student plus 3 years if kept electronically. <b>Provided we can prove that records have been passed to receiving school.</b> Otherwise retain for DOB + 25 years</p> <p>OR</p> <p>If the pupil dies whilst at primary school, transfers to home schooling, is recorded as missing in education or leaves the country the file should be retained by the school for the DOB + 25 years</p>	<p>This file should follow the pupil when he/she leaves the primary school:</p> <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> <p>OR if retained for DOB + 25 years SECURE DISPOSAL</p> <p><i>Note: Some Local Authorities will keep SEN files for a longer period of time in case of a claim. Business risk analysis.</i></p>

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
7.2. EHC plan	Yes	Section 37 of the Children and Families Act 2014	Retain whilst the child remains at the school  Termination of relationship with student plus 3 years if kept electronically. <b>Provided we can prove that records have been passed to receiving school.</b> Otherwise retain for DOB + 25 years	Same as 7.1 SEN files
7.3. Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Retain whilst the child remains at the school	Same as 7.1 SEN files
7.4. Accessibility Strategy (Personal Emergency Evacuation Plan)	Yes	Special Educational Needs and Disability Act 2001 Section 14	Retain whilst the child remains at the school	Same as 7.1 SEN files
7.5. Record of pupil SEN file transfer to primary or secondary school	Yes		Date of transfer + 3 years	SECURE DISPOSAL
<b>8. Curriculum</b>				
8.1. Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
8.2. Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
8.3. Formative Assessment records	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
8.4. Personalised Assessment records	Yes		Retained while pupil remains in school (and where applicable while the School holds a valid subscription with the processor e.g. Maths Circle, Hodder Education, Maths No Problem) Data deleted within 6 months of subscriptions expiring or the child leaving the school.	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL Electronic records (DCPro) would also need to be destroyed at this point.
8.5. Pupils' work	Yes		Return to student at the end of the academic year where possible. OR Current year + 1 year	SECURE DISPOSAL
8.6. Examination results SATS records -	Yes		SATS Should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.  The school may wish to keep a composite record of the whole year SATs results.	These may be passed on to HE or FE. SECURE DISPOSAL
8.7. Examination Papers	Yes		Until collected by Royal Mail secure service.	These are collected for marking and not returned to the school

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8.8. Value added and contextual Data	Yes		Retain whilst the child remains at the school  OR  If the pupil dies whilst at primary school, transfers to home schooling, is recorded as missing in education or leaves the country the file should be retained by the school for the DOB + 25 years	This file should follow the pupil when he/she leaves the primary school: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years <b>SECURE DISPOSAL</b>
<b>9. Personnel</b>				
9.1. All records leading up to the appointment of a new Head Teacher	Yes		Date of Appointment + 6 years <sup>i</sup>	<b>SECURE DISPOSAL</b>
9.2. All records leading up to the new appointment of a new member of staff- unsuccessful candidate	Yes		Date of appointment of successful candidate + 6 months	<b>SECURE DISPOSAL</b>
9.3. All records leading up to the new appointment of a new member of staff- successful candidate	Yes		All relevant information to be added to staff personal file and all other info retained for 6 months	<b>SECURE DISPOSAL</b>
9.4. Interview notes and recruitment records	Yes		Date of interview + 6 months	<b>SECURE DISPOSAL</b>

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
9.5. Pre-employment vetting information – DBS checks	Yes	DBS Update service Employer Guide June 2014: Keeping children safe in education July 2015 (Dept. Education s73, 74).	The school does not receive the original DBS certificate.	n/a
9.6. Pre-employment vetting information – Evidence proving the right to work in the UK.	Yes	An employer’s guide to right to work checks [Home Office August 2017]	Store on staff personal file for duration of their employment + 2 years minimum	SECURE DISPOSAL
9.7. Proof of identity collected as part of the ‘portable’ enhanced DBS disclosure.	Yes		Where possible these should be checked and a note kept of what was seen and checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file for duration of their employment + 2 years minimum	SECURE DISPOSAL
9.8. Vetting checks for contractors and agency staff	Yes		Destroy paperwork and remove from SCR once the worker ceases to work at the school, if the likelihood of them returning is low (such as a one off). If the chances of them returning is high, then retain for 6 months. Retain the company name.	SECURE DISPOSAL
9.9. Timesheets, sick pay	Yes		Current year + 6 years	SECURE DISPOSAL
9.10. Staff Personal files	Yes	Limitation Act 1980 (section 2)	Date of termination + 6 years <sup>i</sup>	SECURE DISPOSAL
9.11. Disciplinary proceedings:	Where the warning relates to child protection issues see 5.7. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.			

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
• oral warning	Yes		Date of warning + 6 months minimum Retain on personal file	SECURE DISPOSAL
• written warning level 1	Yes		Date of warning + 6 months minimum Retain on personal file	SECURE DISPOSAL
• written warning level 2	Yes		Date of warning + 12 months minimum Retain on personal file	SECURE DISPOSAL
• final warning	Yes		Date of warning + 18 months minimum Retain on personal file	SECURE DISPOSAL
• case not found	Yes		If incident is child protection related see 5.5 otherwise dispose of at conclusion of the case.	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
9.12. Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
9.13. Photographs	Yes		Date of termination of employment	SECURE DISPOSAL (shredded or returned to staff member – electronic copies deleted)
9.14. SIMS Primary Testing	Yes		For the period of testing and kept under review	SECURE DISPOSAL
9.15. Staff sign in and sign out records	Yes		Current year + 6 years	Delete – these records are only held electronically
<b>10. Health and Safety</b>				
10.1. Health and Safety Policy Statement	No		Life of Policy + 3 years	SECURE DISPOSAL
10.2. Accessibility Plans	No	Equality Act 2010	Current year + 6 years	SECURE DISPOSAL
10.3. Accident reporting:	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 JSP 375 Pt.2 Vol 1 (V1.0 Jan 16) Government Guidance		Retain copy of Health and Safety Policy published at the time of the accident with this file.
• Adults			Date of incident + 6 years	SECURE DISPOSAL
10.4. Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
• Children			DOB + 25 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
10.5. Control of Substances Hazardous to Health OSHH	No	Control of substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 regulations had not been made. Regulation 18(2).	Current year + 40 years	SECURE DISPOSAL
10.6. Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
10.7. Emergency Procedure log books	No		Current year + 6 years	SECURE DISPOSAL
10.8. CCTV footage	Yes		Automatically destroyed after 30 days unless investigation. End of investigation + review.	SECURE DISPOSAL
<b>11. Administrative</b>				
11.1. Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 1 years	STANDARD DISPOSAL
11.2. Records of circulars to staff parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
11.3. Newsletters and items with short operational use	No		Current year + 1 year	STANDARD DISPOSAL
11.4. Visitors Signing in/out records & photo ID (including DBS pre-checked visitors)	Yes		Current year + 6 years then review	Delete – these records are only held electronically

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Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
11.5. Records relating to provision of Breakfast Club and Nursery childcare	Yes		Current year + 6 years then review	SECURE DISPOSAL
11.6. Visitor COVID track & trace slips	Yes		21 days from date of visit	SECURE DISPOSAL
11.7. Foodbank referrals	Yes		1 year or when the child leaves the school (whichever is sooner)	SECURE DISPOSAL
<b>12. Asset management and Insurance</b>				
12.1. Employer's Liability certificate	No		School Closure + 40 years This is not held by the school, LA retain this.	SECURE DISPOSAL
12.2. Inventories of equipment and furniture	No		Current year + 6 years	SECURE DISPOSAL
12.3. Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
<b>13. School Meals</b>				
13.1. Free school meals registers	Yes		This is recorded at pupil level on SIMS but the school register is maintained by CCC. Current year + 6 years	SECURE DISPOSAL
13.2. Dinner Register	Yes		Current year + 6 years	SECURE DISPOSAL
13.3. School meals summary sheets			Current year + 6 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
13.4. Free school meal application forms	Yes		Shared with LA and form not retained by school	SECURE DISPOSAL
<b>14. Finance</b>				
14.1. Annual Accounts	No	Financial Regulations	Current year + 6 years	STANDARD DISPOSAL
14.2. Loans and grants	Yes	Financial Regulations	Date of last payment on loan + 12 years then review	Review to see whether further retention is necessary
14.3. Contracts	No			
• under seal	No	Limitation Act 1980	Last payment+ 12 years	SECURE DISPOSAL
• under signature	No	Limitation Act 1980	Last payment + 6 years	SECURE DISPOSAL
• monitoring records			Current year + 2 years	SECURE DISPOSAL

<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of administrative life of the record</b>
14.4. Budget reports, budget monitoring, budget statements etc.	No		Life of budget + 3 years	SECURE DISPOSAL
14.5. Invoice, receipts, other records covered by the Financial Regulations	No		Current financial year + 6 years	SECURE DISPOSAL
14.6. Annual Budget and background papers	No		Current financial year + 6 years	SECURE DISPOSAL
14.7. Order books and requisitions	No		Current financial year + 6 years	SECURE DISPOSAL
14.8. Delivery Documentation	No		Current financial year + 6 years	SECURE DISPOSAL
14.9. Debtors' Records, Collection and Banking monies	No	Limitation Act 1980	Current financial year + 6 years	SECURE DISPOSAL
14.10. School Fund-Cheque books	No		Current year + 6 years	SECURE DISPOSAL
14.11. School Fund-Paying in book	No		Current year + 6 years then review	SECURE DISPOSAL
14.12. School Fund – Ledger	No		Current year + 6 years then review	SECURE DISPOSAL
14.13. School Fund – Invoices	No		Current year + 6 years then review	SECURE DISPOSAL
14.14. School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
14.15. School Fund – Bank statements	No		Current year + 6 years then review	SECURE DISPOSAL

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14.16. School Fund-School Journey books	No		Current year + 6 years then review	SECURE DISPOSAL
14.17. Student grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
14.18. Petty cash books	No		Current year + 6 years	SECURE DISPOSAL
<b>15. Payroll</b>				
15.1. Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	These are not held by the school. Relationship is between payroll and the employee.	SECURE DISPOSAL
15.2. Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year+ 6 years	SECURE DISPOSAL
<b>16. Property</b>				
16.1. Title Deeds of property belonging to the school	No		Permanent- These should follow the property unless the property has been registered at the Land Registry These are held by CCC	
16.2. Plans of property belonging to the school	No		Permanent	Retain in school whilst operational
16.3. Maintenance and contractor records	No		Current year + 6 years	SECURE DISPOSAL
16.4. Leases of property belonging to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL

<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of administrative life of the record</b>
16.5. Record relating to the Lettings of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
16.6. Maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
16.7. Contractors' Reports	No		Current year + 6 years	SECURE DISPOSAL
<b>17. Local Authority</b>				
17.1. Secondary transfer sheets (Primary)	Yes		Current year + 1 year	SECURE DISPOSAL
17.2. Circulars from Local Authority	No		Whilst required operationally then review	SECURE DISPOSAL
17.3. Census Returns	Yes		Current year + 6 years Operational Use	SECURE DISPOSAL (should destroy electronic copies at the same time)
17.4. Early Years Funding Declaration Forms	Yes		End of academic year the funding applies to + 18 months.	SECURE DISPOSAL
<b>18. Central Government</b>				
18.1. OFSTED reports and papers	No		Life of report then review	SECURE DISPOSAL
18.2. Returns	No		Current year + 6 years	SECURE DISPOSAL
18.3. Circulars from Department for Children, Schools and Families	No		Operational Use	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>19. External agreements</b>				
19.1. Service Level Agreements	Potential		Retained with financial returns, current year + 6 Until superseded	SECURE DISPOSAL
19.2. Data sharing agreements	Potential		Until superseded	SECURE DISPOSAL
19.3. Work experience agreements	Yes		DOB of pupil + 25 years	SECURE DISPOSAL
<b>20. Data Protection</b>				
20.1. Subject Access Requests	Yes	Business Need	If responded: current year + 2 years then review (may keep longer depending on request complexity/if supervisory authority involved)	Review + SECURE DISPOSAL
20.2. Freedom of Information Requests	No	Business Need	Current academic year + 2 years	Review + DISPOSAL

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<sup>1</sup> It is not currently possible to delete personnel records from SIMS if there are any associated school meal transaction records due system limitations, requires development from ESS